

## Mandatory Training for New Trainees

Prior to coming to VA to begin your clinical training, you are required to complete a mandatory on-line training course titled **VHA Mandatory Training for Trainees**. This training is available through the VA Talent Management System (TMS) 2.0. Follow the steps listed below to create a new profile. If you already have a VA TMS account from another VA, contact your local VA POC or call the VA National Helpdesk at 1 855-673-4357 to transfer your account. You will not need to create a new TMS account.

### Step-by-Step Instructions

1. From a computer, launch a web browser and navigate to <https://www.tms.va.gov/secureauth35/>. Pop-Up blockers MUST BE TURNED OFF. WE RECOMMEND YOU USE INTERNET EXPLORER AS THE OTHER BROWSERS MAY GIVE ERROR MESSAGES WHEN TRYING TO CONNECT TO THE LINK.
2. Click the [**Create New User**] button.
3. Select the radio button for **Veterans Health Administration (VHA)** Click the [Next] button
4. Select the radio button for **Health Professions Trainee** (NOT WOC) Click the [Next] button
5. Complete all required fields, indicated by asterisk\* and any non-required fields if possible.  
Note: The email address you enter here will be your username to log into the system.
  - a. My Job Information:
    - i. VA Location Code – (**NOL**)
    - ii. Trainee Type – (**Health Profession trainee**)
    - iii. Specialty/Discipline
    - iv. VA Point of Contact First Name: **Crystal**
    - v. VA Point of Contact Last Name: **Cruz**
    - vi. VA Point of Contact Email: **crystal.cruz2@va.gov**
    - vii. School/University:
    - viii. School/University Start Date:
    - ix. Estimated School/University Completion Date: (**enter in your residency graduation date**)
6. After registering you may need to wait 20 minutes for the system to generate your account.
7. Your username will be the email you registered with.
8. Once you have successfully logged into your new account complete the training item course titled "VHA Mandatory Training for Trainees" shown in your to do list.
9. Exit the item as instructed to accurately record your effort.
10. To print a Certification of Completion, click on your "training history" and "save" the training certificate.